

PS 5390.13 ADMISSION AND ORIENTATION PROGRAM



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# Program Statement

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OPI: CPD  
NUMBER: 5290.13  
DATE: 7/23/2002  
SUBJECT: Admission and  
Orientation Program

1. **[PURPOSE AND SCOPE §522.40]**

a. Each inmate committed or transferred to a Bureau of Prisons institution shall become involved in the institution's Admission and Orientation (A&O) Program. The Warden shall ensure that staff involved with this program offer each newly committed inmate an orientation to the institution, to include information on institutional requirements and, whenever practicable, visits to the various areas of the institution. The institution A&O Program also shall provide the inmate with an awareness of the:

- (1) Inmate's rights and responsibilities;
- (2) Institution's program opportunities; and
- (3) Institution's disciplinary system.

b. Pretrial inmates and inmates in holdover status (en route to a different institution) are excluded from the provisions of this rule.] (Except as provided in Sections 7.a. and 7.b.)

An effective A&O Program provides inmates with valuable information regarding institution and unit regulations, operations, and program opportunities. In addition, A&O programs provide staff with an opportunity to identify and assist inmates who may be experiencing difficulty adjusting to incarceration.

The Bureau's A&O Program consists of two separate and distinct components; an Institution component and a Unit component. Institution A&O programs, whether centralized or decentralized, provide inmates with general information regarding institution-wide regulations, operations, and program opportunities. Unit A&O programs, on-the-other-hand, provide information that is unit specific and only for inmates assigned to that unit.

**[Bracketed Bold - Rules]**

Regular Type - Implementing Information

2. **SUMMARY OF CHANGES.** This revision includes the following

changes:

- ! A course entitled **Diversity in the Criminal Justice System** has been added to the institution A&O Program;
- ! Both the Institution and Unit A&O Checklists (BP-S518 and BP-S597) have been revised;
- ! Procedures documenting inmate participation in the institution and unit A&O components have been streamlined;
- ! Unit A&O procedures have been clarified;
- ! The A&O or overflow Unit Officer will provide newly arrived inmates in their unit with information on the unit's safety and security procedures;
- ! Unit staff will provide Unit orientation to inmates who transfer from one unit to another within the same institution;
- ! The time frames for completing the Institution and Unit portions of the A&O Program have been revised;
- ! Pretrial inmates will receive orientation in accordance with both this Program Statement and the Program Statement on Pretrial Inmates;
- ! Inmates in holdover status and detainees will be provided orientation information as specified in Section 7 of this Program Statement; and,
- ! Inmates incapable of participating in the A&O Program are exempted from it.

3. **PROGRAM OBJECTIVES.** The expected results of this program are:

a. Each inmate committed to a Bureau institution will participate in both components of the A&O Program which have been approved by the Warden.

b. Inmates will be provided an opportunity to receive extensive information regarding institution operations, program availability, inmate rights and responsibilities, and the Bureau's disciplinary process.

c. Inmates will be provided an opportunity to meet with their assigned unit team to receive more specific information relative to their unit.

d. Inmates identified as having problems coping with incarceration will be identified and assisted.

e. An inmate's participation in the A&O Program will be documented.

f. Time frames for completing the A&O Program will be maintained.

#### **4. DIRECTIVES AFFECTED**

##### **a. Directive Rescinded**

PS 5290.11          Admission and Orientation Program (3/5/98)

##### **b. Directives Referenced**

PS 1505.03          Language Translations Used in Official  
Documentation (10/31/97)  
PS 5264.06          Telephone Regulations for Inmates (12/22/95)  
PS 5290.12          Intake Screening (3/16/99)  
PS 5322.11          Classification and Program Review of Inmates  
(3/11/99)  
PS 7331.03          Pretrial Inmates (11/22/94)

c. Rules cited in this Program Statement are contained in 28 CFR 522.40-42.

#### **5. STANDARDS REFERENCED**

a. American Correctional Association 3rd Edition Standards for Adult Correctional Institutions: 3-4216, 3-4272, 3-4273, 3-4274, 3-4275, 3-4276, 3-4277, and 3-4278

b. American Correctional Association 3rd Edition Standards for Adult Local Detention Facilities: 3-ALDF-4A-01 and 3-ALDF-4A-02

c. American Correctional Association Second Edition Standards for the Administration of Correctional Agencies: 2-CO-4A-01

**6. DEFINITIONS.** The following terms are defined for the purpose of this Program Statement.

a. **Holdover.** An unsentenced or sentenced inmate who is temporarily housed at an institution for the purpose of a federal writ or warrant of removal; a parole violator, special parole term violator, mandatory release violator, awaiting a disposition hearing; a convicted state prisoner on a federal writ or non-federal detainer; a state co-op; or a sentenced inmate being transported to his or her initial designated facility.

b. **Detainee.** An unsentenced inmate held in custody. This includes INS detainees held in custody for the Immigration and Naturalization Service (INS). (INS detainees are coded in SENTRY as A-INS).

c. **Assigned Unit.** The official housing unit the inmate will be living in while at the institution.

d. **"Central" A&O Unit.** A unit which houses temporarily all newly committed inmates specifically for participation in the institution A&O Program.

e. **Temporary Unit.** A unit which houses inmates temporarily due to the lack of bed-space in the inmate's assigned housing unit.

f. **Inmate Handbook/Orientation Materials.** Reference material provided to an inmate regarding the institution's procedures, operations, and program opportunities.

g. **"Master" Checklist.** The original form BP-S518 which is used to document the date and instructor for each A&O class presented in the institution A&O Program.

## 7. **PRETRIAL, HOLDOVER, AND/OR DETAINEE PROCEDURES**

a. Normally, **pretrial inmates** are not required to participate in either component (institution or unit) of the Bureau's A&O Program (see Section 1.b. of this Program Statement). However, for the safety and security of the institution as well as other inmates, and staff, pretrial inmates at a minimum, must receive and acknowledge receipt of the following information/forms:

- (1) Inmate Rights and Responsibilities;
- (2) The Bureau's Prohibited Acts and Disciplinary System; and,
- (3) Completion of the Inmate Acknowledgment forms (BP-S407/408).

Providing other information, material, and/or forms is optional at the Warden's discretion.

At the Warden's discretion, pretrial inmates may also be given the institution's A&O handbook or materials, particularly if an extended pretrial status is anticipated. Finally, in some cases, the Warden may require pretrial inmates to participate in a full or modified Unit A&O program.

The above information/forms must be filed in the inmate's drop file or in section 3 of the Inmate Central File.

b. Normally, **holdover inmates** are not required to participate in either component (institution or unit) of the Bureau's A&O Program (see Section 1.b. of this Program Statement). However, for the safety and security of the institution, other inmates, and staff, holdover inmates at a minimum, must receive and acknowledge receipt of the following information/forms at their first holdover facility:

- (1) Inmate Rights and Responsibilities;
- (2) The Bureau's Prohibited Acts and Disciplinary System; and,
- (3) Completion of the Inmate Acknowledgment forms (BP-S407/408).

Once holdovers have received the above information and forms, they need not be provided them again at subsequent en-route institutions except as noted below.

**Note:** Completing and/or verifying the information provided on the Inmate Acknowledgment form (BP-S408) is required at each holdover facility (refer to the Program Statement on Intake Screening for procedures regarding completion of the BP-S408).

Providing other information, materials and/or forms is optional at the Warden's discretion.

Inmates initially housed in the Special Housing Unit (SHU) will be provided, during the Intake Screening process, with information regarding SHU safety and operation procedures. This can be accomplished by providing written material or through discussion.

The housing Unit Officer will provide safety and operation procedures information to inmates initially housed in general population as specified in Section 9.c.(2) of this Program Statement.

Acknowledgment of receipt of the information/forms indicated in 7.b.(1)(2) and (3) of this Program Statement must be filed in the inmate's drop file or in section 3 of the Inmate Central File.

Ordinarily, inmates in holdover status move promptly to their designated institution and therefore, traditional A&O programming is not effective. However, at the Warden's discretion, holdover inmates may also be given the institution's A&O handbook or materials, particularly if an extended holdover status is anticipated. Finally, in some cases, the Warden may require holdover inmates participate in a full or modified Unit A&O Program.

c. **A-INS detainee inmates** will participate in both components (Institution and Unit) of the A&O Program, unless they have previously participated in an A&O Program at the current institution.

**Non A-INS detainees** need not participate in the A&O Program, however, for the safety and security of the institution, other inmates, and staff, detainee inmates at a minimum, must receive and acknowledge receipt of the following information/forms:

- (1) Inmate Rights and Responsibilities;
- (2) The Bureau's Prohibited Acts and Disciplinary System;  
and,
- (3) Completion of the Inmate Acknowledgment forms  
(BP-S407/408).

Inmates initially housed in the SHU will be provided, with information regarding SHU safety and operation procedures during the Intake Screening process. This can be accomplished by providing written material or through discussion.

Inmates initially housed in general population will be provided safety and operation procedures by the housing Unit Officer as specified in Section 9.c.(2) of this Program Statement.

Acknowledgment of receipt of the above information/forms (7.c.(1), (2), and (3)) must be filed in the inmate's drop file or in section 3 of the Inmate Central File.

8. **[RESPONSIBILITY §522.41**

**a. The Warden shall assign to a staff member the responsibility to coordinate the institution's A&O Program.]**

The A&O Coordinator's role will be assigned to an experienced staff member, and ordinarily will not be delegated below the department head level, to ensure that the institution's A&O Program's goals and objectives are being met. Ordinarily, oversight responsibility over the A&O Coordinator and program is assigned to an Associate Warden.

Unit Managers will be responsible for developing and monitoring the A&O Program for their unit(s).

**[b. Staff involved in the lecture portion of the A&O Program shall develop an outline of the information they wish to include in their presentation.]**

The Associate Warden will ensure each department presenting lecture material develops a lesson plan which contains pertinent and thorough information regarding the topic. The A&O Coordinator will maintain lesson plans which must be reviewed annually.

**[c. Staff shall develop written orientation materials to supplement lectures and discussions.]**

Institutions may develop an Inmate Handbook **and/or** provide inmates with written materials to supplement the A&O Program. There may be some topics or presentations which will not require using reference materials. Such materials are **not** intended to replace lectures and group discussions; however, inmates classified as pretrial, holdovers or detainees may receive written material to read in lieu of lectures and/or group discussions.

When a literacy problem prevents an inmate from understanding A&O information, a staff member will offer that inmate assistance. If an institution has a significant number of non-English-speaking inmates, A&O Program information (including written materials) must be made available in the appropriate language(s).

During the A&O process, any inmate not fluent in English should be advised of the availability of translated documents. (Refer to the Program Statement on Language Translations Used in Official



Documentation for additional information regarding the translation of material).

[d. A staff member involved in the A&O Program who believes that an inmate is experiencing significant emotional stress shall notify the A&O staff coordinator so that the inmate may be offered appropriate assistance.]

The A&O Coordinator will notify the appropriate institution personnel (i.e., psychology staff) for further evaluation and assistance.

9. [GUIDELINES FOR AN ADMISSION AND ORIENTATION PROGRAM §522.42

a. Location. Each Warden shall determine the appropriate location for the institution's A&O Program.

b. Quarters. Each Warden shall establish procedures for the assignment of living quarters.

c. Activities. The A&O staff coordinator is to ensure that the A&O Program provides a full schedule of activities in which each newly committed inmate may participate. Scheduled activities shall include exposure to programs responsive to a specialized need of the inmate, as well as exposure to various work assignments, education programs, and physical and social activity.]

The A&O Program will include, at a minimum, all areas identified on the Institution (BP-S518) and Unit (BP-S597) Checklists. Blank spaces are provided on both forms to include additional programs or topics identified by the institution or unit that are unique to that institution or unit.

Audiovisual presentations may be used when, for **security or other significant reasons**, it is not practical for inmates to attend A&O programming. This option should be used only in **exceptional** circumstances and must have the Warden's written approval.

The Associate Warden may exempt an inmate from participating in the institution/unit A&O Program when health services staff determine that the inmate is medically or mentally incapable of participating in the program fully. Once the inmate is capable of participating, he/she will no longer be exempted from the program. Documentation is to be filed in section 2 of the Privacy Folder of the Inmate Central File.

d. **A&O Program Components.** The A&O Program consists of two distinct components; Institution A&O and Unit A&O. The Intake Screening process, which is considered the first step in orienting an inmate to the institution, is completed prior to participating in the A&O Programs. (Refer to the Program Statement on Intake Screening for specific information provided during the Intake Screening process).

(1) **Institution A&O.** This component provides instruction and/or information to inmates regarding topics identified on the Institution A&O Checklist. This includes mandatory national policy issues as well as local issues and procedures. Ordinarily, this segment will be completed within **four weeks** of an inmate's arrival at the institution.

It is highly recommended that inmates complete the institution portion of the A&O Program prior to their initial classification; however, this is not mandatory. Note that **old law violators** (Mandatory Release, Parole, and Special Parole Term and Old Law Supervised Release Violators) are ordinarily classified within two weeks of their arrival at the institution.

Inmates initially housed in a SHU will be required to complete the institution A&O Program ordinarily within four weeks **after** he or she has been released to general population.

(2) **Unit A&O.** This component consists of a Safety Orientation and Unit Security Overview which the Unit Officer provides, and a unit orientation which unit staff provide.

(a) The Unit Officer will provide the **Safety Orientation and Unit Security Overview** on the day the inmate arrives in the unit (**assigned or temporary**) and no later than by the end of the day (lights out). This segment will include information about safety issues (i.e., fire escape procedures, sanitation, smoking rules, etc.), and the unit's security procedures (i.e., counts, accountability, searches, passes, wake-up/lights out, etc.). When this component is completed, the Unit Officer will sign and date the appropriate section of the BP-S597.

**Note:** An inmate initially housed in a SHU will be provided this information as specified in Section 7.b. of this Program Statement.

Due to the special mission of certain units such as a "central" A&O Unit, a temporary unit, or a SHU, an inmate who transfers from this type unit to an assigned unit will be provided a safety orientation and security overview by the Unit Officer of the assigned unit. Topics which are consistent

throughout the institution do not need to be readdressed; therefore, only those topics which are unique to the unit or differ from procedures in other units in the institution need to be addressed. The Unit Officer will document completion on the BP-S597 in the assigned Unit Officer's signature block.

(b) **Unit Orientation** will include an overview of each unit staff member's role and procedures. Unit staff (Unit Manager, Case Manager and Counselor) may present their sections of the orientation jointly or individually; however, all sections of this component must be completed within **seven calendar days after the inmate arrives in the assigned unit**. Unit staff will sign and date their section of the BP-S597 when completed.

Inmates reassigned to another unit within the institution for any reason will be provided unit orientation within **seven calendar days after that inmate's arrival in the reassigned unit**. Only those topics which are unique to the unit or differ from procedures in other units in the institution need to be addressed. A new BP-S597 will be completed when an inmate is transferred from one unit to another within the same institution.

**[d. Telephone Calls. Newly committed inmates shall ordinarily be permitted to complete at least two local or long distance phone calls during the admission process, in accordance with the provisions in part 540, subpart I of this chapter.]**

Part 540, subpart I of this chapter, refers to the Program Statement on Telephone Regulations for Inmates.

**[e. Length of A&O Program. An inmate's involvement in the institution's A&O Program is based on the time necessary to accomplish the program's objectives.]**

The Warden will determine the length of the institution's A&O Program. Presenters should have sufficient time to address each topic on the Institution A&O Program Checklist thoroughly, and address inmate questions and/or concerns.

**[f. Documentation of A&O Program Involvement. Staff shall prepare documentation that the inmate has received a copy of the institution's inmate handouts and has completed the institution's A&O Program. Staff shall have the inmate sign and date a copy of this document. The original of this document shall be placed in the inmate's central file.]**

Completion of A&O programing will be documented on both the Institution A&O Checklist (BP-S518) and the Unit A&O Checklist (BP-S597). In addition, documentation that the inmate received orientation information during the Intake Screening process will also be noted on the Intake Screening Form.

(1) **Unit A&O Checklist Form (BP-S597).** The BP-S597 has been revised to include the following:

- ! An additional Unit Officer signature block has been added to the form for the Unit Officer of a "central" A&O unit or a temporary unit to sign and date indicating he/she provided a safety orientation and unit security overview to the newly arrived inmate in that unit;
- ! An additional inmate signature block has been added to the form for the inmate temporarily housed in a "central" A&O unit or temporary unit to sign indicating he/she received a safety orientation and unit security overview while in that unit;
- ! Staff are to indicate in the specified section of the form, the inmate's initial housing unit (assigned unit, A&O unit, overflow unit, or SHU) and date received;

Staff are to indicate in the specified section of the form, the date of transfer from a temporary unit or a "central" A&O unit to an assigned unit, if applicable; and

Staff are to indicate in the specified section of the form, the date of transfer from a SHU to a "central" A&O unit or overflow unit, if applicable.

Unit staff providing Unit orientation will sign **each** inmate's Unit A&O Checklist individually upon completing their section. When all areas have been presented, staff will request the inmate sign and date the form. The BP-S597 form will be filed in section 3 of the Inmate Central File.

(2) **Institution A&O Checklist (Form BP-S518).** The Warden has the option of either having each presenter sign each inmate's BP-S518 individually or using a "**Master**" BP-S518.

Using a "**Master**" A&O Checklist will require each presenter involved in the institution A&O Program to sign and date the "**Master**" BP-S518 upon completing his or her presentation. The last presenter will sign the BP-S518 prior to presenting his or

her material to the class. This allows the A&O Coordinator time to make copies of the original checklist ("Master") prior to the end of the presentation, for distribution to each inmate participant to sign and date.

The signed copy will then be collected from each inmate and forwarded to the appropriate unit for filing in section 3 of the Inmate Central File.

The A&O Coordinator will maintain the "Master" Checklist and a list of the inmate participants for each A&O class instructed for three years or until the next Program Review.

The BP-S518 and BP-S597 may be duplicated back-to-back or used separately, depending on which method is most efficient for the institution's A&O Program. The approved procedure must be addressed in the Institution Supplement and used throughout the institution.

**Note:** Neither form may be modified except for the adding topics or programs the institution or unit identified.

#### 10. **REQUIRED FORMS**

- ! Institution A&O Checklist (BP-S518) (form will be dated the same as the Program Statement)
- ! Unit A&O Checklist (BP-S597) (form will be dated the same as the Program Statement)

11. **INSTITUTION SUPPLEMENT.** Each Warden will issue an Institution Supplement that establishes local procedures for implementing the A&O Program. The institution will involve the Regional Office, Correctional Programs Administrator, in developing and issuing the Institution Supplement.

The Institution Supplement will:

- ! Designate an A&O Coordinator and specify oversight responsibility over the program;
- ! Indicate the location for conducting the Institution A&O Program;
- ! Outline procedures to ensure lesson plans are developed for each topic in the institution A&O Program;

- ! Outline procedures to review and update lesson plans annually;
- ! Address whether the Unit A&O Form (BP-S597) will be separate or duplicated on the back of the Institution A&O Checklist (BP-S518);
- ! Address whether the Institution A&O Checklist (BP-S518) will be individually signed by each presenter or whether a "Master" A&O Checklist will be used;
- ! Establish procedures to track and reschedule those inmates who do not complete all the topics covered in the A&O Program;
- ! Establish procedures for assigning living quarters including reference to smoking preference;
- ! Provide guidelines for the development and content of Inmate Handbooks, **and/or** written material to be distributed to inmates; and
- ! Determine the extent and scope of the orientation provided to inmates who are not required to participate in the institution and unit A&O Program.

/s/

Kathleen Hawk Sawyer  
Director